

### INTRODUCTION TO COMPUTERS CONTINUED

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	FEB.24-MAR.31	N. NESTOR
	APR.14-MAY 19	TO BE IDENTIFIED
	APR.19-MAY 31	N. NESTOR
ST. IGNATIUS OF LOYOLA	JAN.13-FEB.10	C. KIRCH
	FEB.23-MAR.30	TO BE IDENTIFIED
	FEB.24-MAR.31 APR.19-MAY 31	TO BE IDENTIFIED
BISHOP REDING	JAN.14-FEB.11	J. FOLVILLE
	FEB.22-MAR.29	J. JOHNSTON
	FEB.25-APR.1 APR.14-MAY 19	TO BE IDENTIFIED

#### FUNDAMENTALS OF MS-DOS

This course, designed for the intermediate and novice computer user, will familiarize the student with the DOS environment. It will cover the basics of file management, disk maintenance with floppies, hard disks and networks, as well as the notion of batch files.

FEE: \$85.00 + 5.95 (G.S.T.) = \$90.95  
MANUAL AND DISKETTE: \$17.59

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	FEB.23-MAR.30	TO BE IDENTIFIED
	APR.13-MAY.18	TO BE IDENTIFIED
ST. IGNATIUS OF LOYOLA	JAN.12-FEB.9	R. PFEIFFER
	APR.14-MAY 19	TO BE IDENTIFIED
ST. THOMAS AQUINAS	FEB.24-MAR.31	C. KIRCH
	APR.19-MAY 31	C. KIRCH
BISHOP REDING	JAN.13-FEB.10	J. JOHNSTON
	FEB.24-MAR.31	TO BE IDENTIFIED
	APR.19-MAY 31	TO BE IDENTIFIED

#### INTRODUCTION TO WORDPERFECT 5.1

Gain experience in one of the most popular word processing packages used in today's business and educational environments, WordPerfect Version 5.1. You will learn the many functions of this software in a hands-on class using IBM compatible computers.

PREREQUISITE: Introduction to Computers or equivalent.

FEE: \$85.00 + 5.95 (G.S.T.) = \$90.95  
MANUAL AND DISKETTE: \$11.77

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	JAN.11-FEB.8	J. ALEXANDER
	FEB.22-MAR.29	J. ALEXANDER
	APR.13-MAY.18	TO BE IDENTIFIED
ST. IGNATIUS OF LOYOLA	FEB.22-MAR.29	TO BE IDENTIFIED
	APR.13-MAY 18	TO BE IDENTIFIED
ST. THOMAS AQUINAS	JAN.13-FEB.10	M. KELLY
	FEB.23-MAR.30	M. KELLY
	APR.14-MAY 19	M. KELLY
BISHOP REDING	JAN.12-FEB.9	A. MC GRATH
	FEB.23-MAR.30	TO BE IDENTIFIED
	APR.13-MAY 18	TO BE IDENTIFIED

#### INTERMEDIATE WORDPERFECT 5.1

This intermediate course is directed to those individuals who have a **GOOD KNOWLEDGE** of WordPerfect, and want to get the most out of this software. The course will focus on fonts, creating special characters, tab sets, search and replace, merging, graphics, columns, tables and macros.

PREREQUISITE: Keyboarding skills (approx. 20 w.p.m.) and Introduction to WordPerfect or equivalent.

FEE: \$95.00 + 6.65 (G.S.T.) = \$101.65  
MANUAL AND DISKETTE: \$11.77

### INTERMEDIATE WORDPERFECT 5.1 CONTINUED

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	JAN.13-FEB.10	R. PFEIFFER
	FEB.25-APR.1	TO BE IDENTIFIED
	APR.15-MAY.20	TO BE IDENTIFIED
ST. IGNATIUS OF LOYOLA	JAN.11-FEB.8	R. PFEIFFER
	FEB.25-APR.1	TO BE IDENTIFIED
	APR.14-MAY.19	R. PFEIFFER

#### ADVANCED WORDPERFECT 5.1

This Advanced course is directed to those individuals who have a **STRONG WORKING KNOWLEDGE** of WordPerfect, and want to use the advanced features of this software. This Advanced Level will cover sort, math column, advanced macros, complex merges, graphics, desktop publishing features and importing/exporting from various packages.

PREREQUISITE: Keyboarding skills (approx. 20 w.p.m.) and are frequent users of WordPerfect.

FEE: \$110.00 + 7.70 (G.S.T.) = \$117.70  
MANUAL AND DISKETTE: \$11.77

LOCATION	DATE	INSTRUCTOR
ST. THOMAS AQUINAS	JAN.12-FEB.9	TO BE IDENTIFIED

#### INTRODUCTION TO LOTUS 1-2-3

This introductory course will provide you with practical hands-on experience using the popular electronic spreadsheet Lotus 1-2-3. Many practical applications of this software will be studied using IBM compatible Computers.

PREREQUISITE: Introduction to Computers or equivalent

FEE: \$85.00 + 5.95 (G.S.T.) = \$90.95  
MANUAL AND DISKETTE: \$13.25

LOCATION	DATE	INSTRUCTOR
ST. IGNATIUS OF LOYOLA	JAN.14-FEB.11	P. HAWLEY
	FEB.23-MAR.30	R. PFEIFFER
	APR.15-MAY 20	C. ALSBERGAS
BISHOP REDING	JAN.11-FEB.8	P. HAWLEY
	APR.15-MAY 20	P. HAWLEY

**NEW**

#### COMPUTER BOOKKEEPING WITH BEDFORD ACCOUNTING

This course is designed to assist small business owners and individuals with minimal accounting knowledge. Learn to keep accurate and detailed accounts both manually and using Bedford computer software. Topics will include journals and ledgers, accounts payable, accounts receivable, payroll, adjusting and closing entries, G.S.T., etc.

FEE: \$105.00 + 7.35 (G.S.T.) = \$112.35  
MANUAL AND DISKETTE: \$18.73

\*\*PLEASE NOTE: THIS CLASS RUNS FOR 7 WEEKS\*\*

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	JAN.20-MAR.3	P. NASH
	MAR.31-MAY 19	P. NASH

#### KEYBOARDING FOR COMPUTERS

This course is particularly valuable to the non-typist who intends to pursue wordprocessing and computer related courses (eg. DOS, Introduction to Computers, WordPerfect). Students will focus on the keyboard, function keys, cursor keypad, hand position, helpful hints using Typing Tutor V, an instruction keyboard program.

FEE: \$55.00 + 3.85 (G.S.T.) = \$58.85

LOCATION	DATE	INSTRUCTOR
NOTRE DAME	JAN.14-FEB.11	J. ALEXANDER
	FEB.25-APR.1	C. ALSBERGAS
	APR.19-MAY.31	J. ALEXANDER
ST. IGNATIUS OF LOYOLA	FEB.24-MAR.31	TO BE IDENTIFIED
	APR.13-MAY 18	TO BE IDENTIFIED
ST. THOMAS AQUINAS	FEB.22-MAR.29	TO BE IDENTIFIED